



MINUTES - APPROVED

Public Records Board - Operations and Training Advisory Committee

Tuesday, October 20, 2020 – 10:00 am
Virtual Meeting via Skype

Committee Members Present: Andrew Baraniak, Kyle Hofstetter, and Julie Laundrie
Committee Members Excused: Brittany Keleher and Rebecca Robbennolt

- 1. Call to Order:** 10:04 AM. Julie Laundrie, Committee Chair, called the meeting to order.
- 2. Approval of July 28, 2020, Minutes:** Minutes were approved as submitted. The motion was made by Kyle Hofstetter and seconded by Julie Laundrie. All approved.
- 3. PRB Training Documents**

Informational Sheets: The revisions discussed in July were made and the drafts distributed to committee members prior to the meeting. Each informational sheet was reviewed. Kyle Hofstetter moved, seconded by Andrew Baraniak, that the Committee approve the current draft of the informational and that they be moved forward to the November 23, 2020, Board meeting for review and approval. All approved.

PowerPoint Presentations: Revisions discussed at the February and July meetings regarding the informational sheets was used to revise the corresponding PowerPoint presentations. The revised drafts were distributed to the Committee prior to the meeting. The presentations were reviewed and discussed. Committee members will provide Kathryn Egeland with their notes on the presentations following this meeting. The drafts will be revised per the discussion and submitted notes and then reviewed at the next meeting in 2021.

- 4. Adjourn:** The meeting was adjourned at 11:02 AM.